



City Clerk
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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, March 3, 2020

1. **Call to Order - Roll Call**

Mayor Jeannie Hefty called the Committee of the Whole meeting to order at 6:30 p.m. Roll Call:
Present - Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Tom Preusker, Alderman Todd Bauman. Excused: Alderman Jon Schultz.

Student Representatives: Present - Thomas Martin (BHS), Peter DeSmidt (CCHS). Excused: None.

Staff present: City Attorney John Bjelajac, City Administrator Carina Walters, Assistant City Administrator/Zoning Administrator Megan Watkins, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson and City Intern Nicholas Faust.

2. **Citizen Comments** - NONE

3. **Approval of Minutes** - To approve the February 19, 2020 Committee of the Whole Meeting Minutes.

Motion: Alderman Bauman. Second: Alderman Rauch. With all in favor, the motion carried.

4. **RESOLUTIONS:**

A. **Resolution 4997(50)** - To Authorize the Sale of Approximately \$940,000 General Obligation Promissory Notes, Series 2020A.

Finance Director, Steven DeQuaker, provided an overview and stated that the resolution authorized Ehlers, Inc. to go to the market for General Obligation (GO) Promissory Notes for the 2020 Street and Sidewalk Program, along with the Engineering for the 2021 Maryland Street Project. DeQuaker also noted the advantages of Promissory Notes versus Bonds, stating that Notes are more flexible and require a shorter term. Greg Johnson, Ehlers, then reviewed the Pre-Sale Report and the 2020-2024 Projected Finance Plan.

Alderman Grandi asked Johnson if there were any opportunities with existing debt for lower rates. Johnson responded that they had looked into lower rates but nothing was available for existing debt.

B. **Resolution 4998(51)** - To approve the Memorandum of Understanding (MOU) of a Joint Grant Application between the Rochester Volunteer Fire Company (RVFC) and the City of Burlington Fire Department (COBFD) to the Federal Emergency Management Agency (FEMA) regarding the Joint Assistance to Firefighters Grant for VHF portable radios.

Chief Babe explained that RVFC and the COBFD have agreed to enter into a collaborative agreement to

apply for a grant from FEMA in order to purchase VHF portable radios. Chief Babe stated that FEMA denied the grant last year; however this year, they have lowered the grant ask and Rochester will be the lead agency and named applicant and the City will be its partner in the application. Chief Babe also pointed out that there was a typo in paragraph IV. Roles and Responsibilities and the dollar amount should be \$1500, not \$15,000.

- C. **Resolution 4999(52)** - To approve a Revolving Loan Fund (RLF) Grant in the amount of \$15,000 and Loan in the amount of \$100,000 to the Low Daily Brewery for a total not-to-exceed amount of \$115,000.

Prior to reviewing the resolutions for the RLF grants and loans, Carolyn Engel, RCEDC, provided an overview of the entire approval process. Thomas VanGent, RCEDC Loan Officer, then introduced the grant request for the Low Daily Brewery stating the grant would allow a new business to be recruited to the downtown district, fill a currently vacant building, help with start-up costs and create five full-time jobs. Walters also stated that the grant request is contingent on an agreement with WEDC, which is in the process of being finalized and staff recommends approval of the grant request.

- D. **Resolution 5000(53)** - To approve a Revolving Loan Fund (RLF) grant request for a total not-to-exceed amount of \$13,319.50 to The Loop Properties, LLC for property located at 488 Milwaukee Avenue.

VanGent provided an overview of the grant request stating the grant request for The Loop Properties, LLC, would allow a new business to be recruited to the downtown district, fill a currently vacant building, house multiple start-up businesses and include a co-working space component, and will encourage both retail opportunities and additional foot traffic in the downtown district. Bevin Dawson, owner, stated that they would house multiple tenants and that offices are already almost full and other areas have been leased.

- E. **Resolution 5001(54)** - To approve a Revolving Loan Fund (RLF) Grant in the amount of \$10,000 to Clinical Psychology Associates, LLC for property located at 197 W. Chestnut Street.

Engel reviewed the grant request for 197 W. Chestnut Street stating that the grant would create three full-time positions and improve and occupy a currently vacant building. Engel also stated that the purpose of the project is to consolidate the company's Waterford and Burlington offices into one convenient location. Dr. Thompson, owner, stated that he believes this project will upgrade the quality of the environment for both employees and clients, as well as provide more efficient services. Thompson also stated that the clinic will occupy most of the 12,690 sq. ft. of the building, however, they will seek a tenant for 4,000 sq. ft. of the building's professional office space.

- F. **Resolution 5002(55)** - To amend the Cash Deposit Schedule for the City of Burlington regarding municipal court.

Municipal Court Judge, Kelly Iselin, provided an overview of the bond schedule which encapsulates all fines associated with Municipal Ordinance violations (non-traffic violations). Iselin stated that the last update was in 2014 and that in addition to the changes in fees, cases involving 2nd offense possession of THC and possession of drug paraphernalia were added to the schedule, so additional fees were also applied for this.

5. **ORDINANCES:**

- A. **Ordinance 5002(55)** - To repeal and recreate Section 6-1 "Board of Public Works" of the Municipal Code of the City of Burlington to "Statutory Public Works Officer".

Administrator Walters reviewed the background history of the Board of Public Works, which was established in 1908. Walters stated that it has become increasingly difficult to meet quorum due to conflicting work schedules for both elected officials and city staff and that the City of Burlington is one of the rare communities that still have a Board of Public Works and that other communities handle this task as an Administrative function of daily processes. Walters stated that staff recommends to repeal and recreate Chapter 6-1, creating a new chapter titled, "Statutory Public Works Officer", which will allow

the City Administrator and/or the City Administrator's designee to exercise the duties of the Board of Public Works. Walters further stated that bid openings will continue to be open to the public and all bids awards will be considered and approved by the Common Council.

Alderman Bauman, currently appointed to the Board of Public Works, agreed with the recommendation and attested that with current work schedules, it has been very difficult to attend bid openings.

6. **MOTIONS:**

- A. **Motion 20-955** - To consider approving a Certificate of Appropriateness for property located at 700 N. Pine Street.

Administrator Walters stated that the applicants for this project, would like to make improvements to the rear facade which includes eliminating the left-side overhead door, reducing the size of the right-side overhead door, installing a pedestrian door with a new smaller overhead door and utilize a material such as Dryvit to cover and match the areas as close as possible to the existing color of the building.

- B. **Motion 20-956** - To approve an Airport Hangar Lease with Dale Severs and Karen Riccio for property located at Hangar 816 Hotel Taxiway, Burlington Municipal Airport, Burlington, Wisconsin.

Walters reviewed Motion 20-956 and Motion 20-957, stating that both hangar leases are standard leases and have been approved by the Airport Committee.

- C. **Motion 20-957** - To approve an Airport Hangar Lease with Mark T. Van de Bogert and Jeanette L. Van de Bogert Revocable Trust for property located at 1396 Mike Taxiway, Burlington Municipal Airport, Burlington, Wisconsin.

Walters reviewed this motion along with Motion 20-956.

- D. **Motion 20-958** - To consider approving the 2020 Fireworks Agreement for July 4, 2020 with FiveStar Fireworks Co.

Director Watkins, reviewed the firework agreement with FiveStar and stated that five other companies were sent a request for a quote; however only two companies responded. Of those two, FiveStar provided a more competitive quote that fits the City's budget of \$10,000. Watkins suggested that council considers increasing the budget for 2021 and that the average community spends about \$14,000.

7. **ADJOURNMENT**

Motion: Alderman Kott. Second: Alderman Bauman. With all in favor, the motion carried and the meeting was adjourned at 7:28 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington